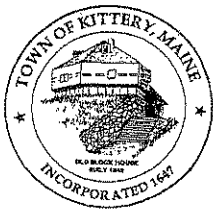


MATERIAL LIST FOR
SEPTEMBER 22, 2014
COUNCIL AGENDA PACKETS

1. Copy of Agenda for the Regular Council meeting of September 22, 2014.
2. Copies of minutes from the August 25^h, 2014 and Sept. 8th, 2014 Regular Council Meetings.
3. Copy of letter from David Gooch, member of the Anniversary Steering Committee, regarding the 300th anniversary of the First Congregational Church of Kittery at Kittery Point.
4. Copy of Memo from Town Manager – along with amendments – to Title 2, Administration and Personnel, Chapter 2.3 Personnel Systems Generally.
5. Copy of letter from Michelle Harper, Logistics Director for the Charity Defense Council, along with 2 options for the layout of the Charity Defense Council March scheduled for June 2015.
6. Copy of re-appointment form from Barry Bush for the Port Authority.
7. Copy of renewal application from Rolling In the Mud LLC for a Malt, Spirituous and Vinous Liquor License for When Pigs Fly Pizzeria, 460 U.S. Route One, Kittery.
8. Copy of Letter from Lt. Craig Alfis, Secretary, Kittery Point Fire Association requesting permission to hang a banner across Rogers Road and place signs around town, advertising their Ham & Bean Supper fundraiser.
9. Copy of e-mail from the Traip Athletic Boosters Craft Fair Committee requesting permission to hang a banner across Rogers Road and place signs around town, advertising their Craft Fair fundraiser on Nov. 22nd.
10. Copy of resignation letter from Dan Arbo from the Port Authority.
11. Copy of application from Ken Lemont for his appointment to the Port Authority.
12. Copy of Memo from Town Clerk to Town Council regarding appointment of Warden & Deputy Warden and open/close of polls for the Nov. 4th General and Municipal Election.
13. Copy of Municipal Warrant for the Nov. 4th Municipal Election.



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 Fax: (207) 439-6806

September 22, 2014

Kittery Town Council
Regular Meeting Agenda
7:00 p.m.

Council Chambers

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes – 8/25/14 & 9/8/14
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
 - a. The Kittery Town Council moves to hear a presentation from Fire Chief David O'Brien on the Inclement Weather Special Needs Request Program.
 - b. The Kittery Town Council moves to hear a report from David Gooch, on behalf of the Anniversary Steering Committee, celebrating the 300th anniversary of the First Congregational Church of Kittery at Kittery Point.
10. PUBLIC HEARING
 - a. (090314-1) The Kittery Town Council moves to hold a public hearing on amendments to Title 2, Administration and Personnel, Chapter 2.3 Personnel Systems Generally, of the Kittery Town Code.
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments

12. UNFINISHED BUSINESS

a. (080314-7) The Kittery Town Council moves to give approval for the Charity Defense Council to use Memorial Field on Thursday, June 25th (8:00 a.m.–5:00 p.m.) and Friday, the 26th (5:15 a.m.–12:00 p.m.) 2015, for the Charity Defense March. In addition, they are requesting that any fees be waived for such use.

b. (080214-4) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Port Authority to interview Barry Bush for his re-appointment to that board until 8/31/19.

13. NEW BUSINESS

a. Donations/gifts received for Council disposition

b. (090314-2) The Kittery Town Council moves to approve the disbursement warrants.

c. (090314-3) The Kittery Town Council moves to approve a renewal application from Rolling in the Mud LLC, 460 US Route 1, Kittery for a Malt, Spirituous and Vinous Liquor License for When Pigs Fly Pizzeria, 460 U.S. Route One.

d. (090314-4) The Kittery Town Council moves to approve a request from the Kittery Point Fire Association to hang a banner across Rogers Road in front of the Kittery Community Center, as well as place three 4' x 2' signs (at the Traffic Circle, the end of Haley Road on Rte. 1, the corner of Bridge St. and the Rte. 1 By-pass) from October 18th through the 26th, 2014, advertising their Ham & Bean Supper fundraiser.

e. (090314-5) The Kittery Town Council moves to approve a request from the Traip Athletic Boosters Craft Fair Committee, to hang a banner across Rogers Road in front of the Kittery Community Center, from November 1st through November 16th, 2014, as well as place signs in various locations around town (similar to the Community Market), advertising their Craft Fair fundraiser on November 22nd.

f. (090314-6) The Kittery Town Council moves to accept the resignation of Daniel Arbo from the Kittery Port Authority, effective September 11, 2014.

g. (090314-7) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Port Authority to interview Kenneth Lemont for his appointment to that board until 8/31/18 (filling the unexpired term of Dan Arbo).

h. (090314-8) The Kittery Town Council moves to schedule a public hearing, pursuant to Sec. 6.09.1 of the Town Charter for a supplemental appropriation in the amount of \$12,500 for the purpose of matching private donations to fund the preparation of a master plan for the town's athletic fields.

i. (090314-9) The Kittery Town Council moves to appoint Joyce Tobey as Warden and Sandra Lutts as Deputy Warden for the November 4, 2014, General and Municipal election and the opening of the polls at 8:00 a.m. and closing at 8:00 p.m. as recommended by the Town Clerk.

j. (090314-10) The Kittery Town Council moves to sign the Municipal Warrant for the November 4, 2014 election.

k. (090315-11) The Kittery Town Council moves to appoint Maryann Place as Acting Town Manager from October 6-11, 2014, during the Town Manager's absence.

14. COUNCILOR ISSUES OR COMMENT

15. COMMITTEE AND OTHER REPORTS

- a. Communications from the Chairperson
- b. Committee Reports

16. EXECUTIVE SESSION:

17. ADJOURNMENT

Posted: September 18, 2014

UNAPPROVED MINUTES

KITTERY TOWN COUNCIL

August 25, 2014

COUNCIL CHAMBERS

1. Call to Order

Chairperson Thomson called the meeting to order at 7:00 P.M.

2. Introductory

Chairperson Thomson read the introductory.

3. Pledge of Allegiance

Chairperson Thomson led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll were Chairperson Jeffrey Thomson, Councilors Russell White, Frank Dennett, Chuck Denault, Judy Spiller, Jeffrey Pelletier and Jeffrey Brake.

5. Agenda Amendment and Adoption –

The agenda was accepted as presented.

6. Town Manager's Report –

Town Manager Puff stated relative to the parking at Seapoint Beach that she had asked the Chief to put a greater emphasis on enforcement and that the police were now patrolling more often. Councilor Spiller indicated that she had been at the beach the previous weekend and there were lots of out of town cars and would have been the primetime for enforcement. Chairperson Thomson stated that he thought more enforcement was needed as well.

Town Manager Puff noted relative to the problem with speeding on State Road, that the police department had put up a speed trailer the previous week. She continued that speeding was the top complaint over the summer and that 15% of drivers pulled over for speeding had been ticketed.

Town Manager Puff indicated that she had been in touch with a representative from the Rachel Carson Preserve who had offered assistance in identifying and controlling invasive species in town.

Town Manager Puff stated that they had re-advertised for the sale of the harbormaster boat and they would be accepting bids until September 15th.

Town Manager Puff read the meeting room policy update from the Rice Public Library.

UNAPPROVED MINUTES

30 Town Manager Puff indicated that she would be speaking at the KLT annual meeting on
31 September 7th.

32 Town Manager Puff stated that the Eliot Selectman had indicated that they wanted to
33 meet with the Town Council on a regular basis and asked if September 18th would work which
34 the Council responded that it would.

35 Town Manager Puff noted relative to Channel 22 that there were only a few meetings left
36 which were not captioned live and that she had begun posting community updates. She
37 continued that the next step was to be able to post video and PowerPoint presentations on the
38 channel.

39 7. Acceptance of Previous Minutes

40 The minutes of 8/11/14 were accepted as amended.

41 8. Interviews for the Board of Appeals – None

42 9. All items involving the town attorney, town engineers, town employees or other town
43 consultants or requested officials – None

44 10. PUBLIC HEARINGS -

45 a. (080314-2) The Kittery Town Council moves to hold a public hearing on the renewal
46 application of Delta Amusement, Inc., 182 State Road, Kittery for a Special Activity Amusement
47 Permit for Navy Yard Bar & Billiard, 182 State Road.

48 Chairperson Thomson stated that this public hearing was advertised on August 18th.
49 Chairperson Thomson opened the public hearing and no response being heard, closed the public
50 hearing.

51 **COUNCILOR SPILLER MOVED TO APPROVE THE RENEWAL**
52 **APPLICATION OF DELTA AMUSEMENT, INC., 182 STATE ROAD, KITTERY FOR A**
53 **SPECIAL ACTIVITY AMUSEMENT PERMIT FOR NAVY YARD BAR & BILLIARD,**
54 **182 STATE ROAD, SECONDED BY COUNCILOR WHITE.**

55 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
56 **7/0.**

57 b. (080314-3) The Kittery Town Council moves to hold a public hearing on a proposed
58 amendment to the Town Charter, Section 1.05 Qualifications for municipal office.

59 Chairperson Thomson indicated that amendment was proposed by Councilor Dennett and
60 was advertised on August 15th.

UNAPPROVED MINUTES

61 Councilor Dennett stated that the state law required that in order for a person to hold
62 municipal office, the person must be a resident of the State of Maine, whether they are elected or
63 appointed with the exclusion of police officers. He continued that he could not find any reason
64 why someone would need to be a resident of the state and that it would be a good move for the
65 town to accept the change. Councilor Dennett indicated that he thought the town should be able
66 to hire the best people available regardless of where they live.

67 Chairperson Thomson then opened the public hearing and no response being heard,
68 closed the public hearing.

69 **CHAIRPERSON THOMSON MOVED TO PUT THE AMENDMENT ON THE**
70 **NOVEMBER 4TH BALLOT, SECONDED BY COUNCILOR SPILLER.**

71 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
72 **7/0.**

73 c. (080314-4) The Kittery Town Council moves to hold a public hearing in accordance
74 with Section 6.09(4) of the Kittery Town Charter, to transfer appropriations between accounts
75 and carry forward requests.

76 Chairperson Thomson noted that this had to be done according to the Town Charter. He
77 stated that this public hearing was advertised on August 15th. Chairperson Thomson then opened
78 the public hearing and no response being heard, closed the public hearing.

79 **COUNCILOR DENNETT MOVED IN ACCORDANCE WITH SECTION 6.09(4)**
80 **OF THE KITTERY TOWN CHARTER, TO TRANSFER APPROPRIATIONS**
81 **BETWEEN ACCOUNTS AND CARRY FORWARD REQUESTS, SECONDED**
82 **COUNCILOR PELLETIER.**

83 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
84 **7/0.**

85 11. **DISCUSSION**

86 a. Discussion by members of the public (three minutes per person) –

87 Bruce Wiggin came to the podium and thanked Councilor Denault for making sure that
88 the speed trailer was placed on State Road. He stated that he thought the morning traffic on
89 Jones and Central Ave was heavy and there were often children near the road. He asked that a
90 “Slow Children” sign be placed there and possibly a stop sign on Pine Street.

91 Maryann Place, Town Clerk, came to the podium and stated she wanted to remind
92 residents that nomination papers were available for Council and School Committee with a
93 deadline of September 22nd.

UNAPPROVED MINUTES

94 b. Chairperson's response to public –

95 Chairperson Thomson asked that the Town Manager get together with the chief relative
96 to the signage issue.

97 12. UNFINISHED BUSINESS – None

98 13. NEW BUSINESS

99 a. Donations/gifts received for Council disposition -

100 (080314-4) The Kittery Town Council moves to accept a check in the amount of \$9,250
101 from York Hospital, for Recreation Programs, to be deposited in account #5003-43600 York
102 Hospital Scholarships.

103 **COUNCILOR SPILLER MOVED TO ACCEPT A CHECK IN THE AMOUNT OF**
104 **\$9,250 FROM YORK HOSPITAL, FOR RECREATION PROGRAMS, TO BE**
105 **DEPOSITED IN ACCOUNT #5003-43600 YORK HOSPITAL SCHOLARSHIPS,**
106 **SECONDED BY COUNCILOR BRAKE.**

107 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
108 **7/0.**

109 b. (080314-5) The Kittery Town Council moves to release \$35,513.09 from unassigned
110 funds, as approved by the voters on the June 11, 2013 Secret Ballot, to cover the overage in that
111 budget.

112 **COUNCILOR SPILLER MOVED TO RELEASE \$35,513.09 FROM**
113 **UNASSIGNED FUNDS, AS APPROVED BY THE VOTERS ON THE JUNE 11, 2013**
114 **SECRET BALLOT, TO COVER THE OVERAGE IN THAT BUDGET, SECONDED BY**
115 **COUNCILOR WHITE.**

116 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
117 **7/0.**

118 c. (080314-6) The Kittery Town Council moves to approve a renewal application from
119 Delta Amusement, Inc., 182 State Road, Kittery for a Malt, Spirituous and Vinous Liquor
120 License for Navy Yard Bar & Billiard, 182 State Road.

121 **COUNCILOR SPILLER MOVED TO APPROVE A RENEWAL APPLICATION**
122 **FROM DELTA AMUSEMENT, INC., 182 STATE ROAD, KITTERY FOR A MALT,**
123 **SPIRITUOUS AND VINOUS LIQUOR LICENSE FOR NAVY YARD BAR &**
124 **BILLIARD, 182 STATE ROAD, SECONDED BY COUNCILOR BRAKE.**

UNAPPROVED MINUTES

125 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
126 **7/0.**

127 d. (080314-7) The Kittery Town Council moves to give approval for the Charity
128 Defense Council to use Memorial Field on June 25th (8 AM-5 PM) and the 26th (4:30 AM-12
129 PM), 2015, for the Charity Defense Council March. In addition, they are requesting that any fees
130 be waived for such use.

131 **COUNCILOR SPILLER MOVED TO GIVE APPROVAL FOR THE CHARITY**
132 **DEFENSE COUNCIL TO USE MEMORIAL FIELD ON JUNE 25TH (8 AM-5 PM) AND**
133 **THE 26TH (4:30 AM TO 12 PM), 2015, FOR THE CHARITY DEFENSE COUNCIL**
134 **MARCH AND TO WAIVE ALL FEES ASSOCIATED WITH SUCH USE, SECONDED**
135 **BY COUNCILOR PELLETIER.**

136 Councilor Dennett expressed his concerns with the request. Chairperson Thomson
137 indicated that he shared the same concerns and would like to receive the request on stationary
138 with more specific information.

139 **CHAIRPERSON THOMSON MOVED TO POSTPONE ACTION ON THIS ITEM**
140 **UNTIL DETAILED INFORMATION IS RECEIVED IN ORDER TO PLACE THE ITEM**
141 **BACK ON THE AGENDA, SECONDED BY COUNCILOR SPILLER.**

142 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
143 **7/0.**

144 e. (080314-8) The Kittery Town Council moves to approve the disbursement warrants.

145 **COUNCILOR SPILLER MOVED TO APPROVE THE DISBURSEMENT**
146 **WARRANTS, SECONDED BY COUNCILOR WHITE WITH ALL IN FAVOR.**
147 **MOTION PASSES 7/0.**

148 f. (080314-9) The Kittery Town Council moves to discuss its upcoming workshop on
149 September 15th with the Kittery Port Authority.

150 The Council discussed the specific issues it would like to address with the KPA during
151 the workshop on the 15th.

152 g. (080314-10) The Kittery Town Council moves to schedule a public hearing on a
153 proposed amendment to Title 2 Administration and Personnel, Chapter 2.3 Personnel System
154 Generally.

155 **CHAIRPERSON THOMSON MOVED TO SCHEDULE A PUBLIC HEARING**
156 **ON A PROPOSED AMENDMENT TO TITLE 2 ADMINISTRATION AND**

UNAPPROVED MINUTES

157 **PERSONNEL, CHAPTER 2.3 PERSONNEL SYSTEM GENERALLY ON SEPTEMBER**
158 **22ND, SECONDED BY COUNCILOR WHITE.**

159 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION**
160 **PASSES 7/0.**

161 14. COUNCILOR ISSUE OR COMMENT

162 Councilor Dennett stated relative to the Rice Public Library, that he was concerned with
163 the amended policy. He noted that the town finances 95% of the library's budget and was
164 bothered because nothing negates the use of the town hall or KCC relative to political or
165 religious issues. Chairperson Thomson stated that he would like to see more clarification on the
166 policy. Councilor Pelletier asked if Council wanted the policy to mirror the policies of other
167 town properties so they could give clarification as to what Council wants.

168 Councilor Denault stated that he was concerned because the Board of Assessment
169 Review meeting video had stopped midway and wanted to make sure that the minutes were
170 being recorded accurately.

171 Councilor Deanult asked to receive information as to any position in town that might not
172 have been properly created through the Personnel Board that might need to be addressed.

173 Councilor Brake indicated he had received some calls about people not speaking into the
174 microphones during the meetings and asked that everyone speak into them.

175 Councilor Spiller asked for an update on the Sarah Long Bridge and Memorial Circle.

176 Councilor White noted that he had attended a meeting dealing with the Sarah Long
177 Bridge. He continued that NH had negotiated all of their signage but that Maine did not have a
178 signage plan in place. Councilor White then stated that they were going to redesign the bypass
179 from the bridge to the interstate and thought they needed input from the public.

180 15. COMMITTEE AND OTHER REPORTS

181 a. Communications from the Chairperson –

182 Chairperson Thomson stated that the work done on the bypass bridge was amazing.

183 Chairperson Thomson commended the Public Works Department on the appearance of
184 the John Paul Jones Park.

185 b. Committee Reports –

186 Chairperson Thomson indicated relative to the J1 Committee, that they would be meeting
187 with the US State Department on September 24th to hear the program's successes and concerns.

UNAPPROVED MINUTES

188 16. EXECUTIVE SESSION – None

189 17. ADJOURNMENT

190 COUNCILOR SPILLER MOVED TO ADJOURN, SECONDED BY COUNCILOR
191 WHITE WITH ALL IN FAVOR. MEETING ADJOURNED AT 8:37 P.M.

192

193

194

195

UNAPPROVED MINUTES

September 8, 2014

Kittery Town Council

Council Chambers

1. Call to Order: Chairperson Thomson called the meeting to order at 7:00 p.m.
2. Introductory: Chairperson Thomson read the introductory.
3. Pledge of Allegiance: Chairperson Thomson led those present in the Pledge of Allegiance.
4. Roll Call: Answering the roll were Councilors Frank Dennett, Charles Denault, Jeffrey Pelletier, Russell White, Judith Spiller, Jeffery Brake and Chairperson Jeffrey Thomson.
5. Agenda Amendment and Adoption: Hearing none, Chairperson Thomson declared the agenda accepted as presented.
6. Town Manager's Report:

Town Manager Colbert Puff reported that she had advertised for bids on the Town Hall roof repair/replacement project and thanked Fire Chief David O'Brien for his help on the specifications. She said a walk through is scheduled for Thursday and the bid opening is September 22nd.

Town Manager Colbert Puff said that Eastern Equine Encephalitis (EEE) was found in York and she contacted the inspectors who advised that the town keeps doing what they are doing. She said that regularly testing is being conducted in Kittery and they use larvacide in nesting areas.

Town Manager Colbert Puff said she received notification by e-mail when EEE is in the area, which also goes to the School Department, and she has been getting reports every month.

Town Manager Colbert Puff said she has been compiling information for the Town Council's workshop with the Port Authority on Monday, the 15th, and she spoke with the Town Attorney regarding term limits. She said she also spoke with someone in the Attorney General's office regarding potential training relating to civil rights and diversity and she will suggest a date for someone to come here to speak with board and committee members.

Councilor Spiller asked if she could add something to the list, that is a discussion on fees and how they are collected. She said she understands there are two stamps.

Town Manager Colbert Puff said that Town Clerk Maryann Place is checking on the issue of stamps and the Harbor usage fee.

Town Manager Colbert Puff said she has asked the Planning Office to review whether or not the Shoreland Zoning ordinance needs to be amended to include the removal of the invasive plants.

UNAPPROVED MINUTES

Town Manager Colbert Puff said she will meet with David Tibbetts from the Rachel Carson Wildlife Refuge next week to discuss strategies to halt or contain the spread of the invasive species, such as training the Dept. of Public Works on how to identify and remove these plants.

Town Manager Colbert Puff said she will be participating in the Harbor Master interviews next week.

Town Manager Colbert Puff said that MDOT will be hosting an open house at the Kittery Community Center on Sept. 18th from 4-8 pm on the Sarah Mildred Long Bridge project and will be here in the Council Chambers on Thursday, Sept. 25th to meet with the Planning Board, Town Council and members of the public to receive specific comments on the final design of the project.

Town Manager Colbert Puff said that she will be attending the ICMA Conference from Sunday, September 14th through Wednesday, September 17th.

Town Manager Colbert Puff reported that they are still conducting interviews for the foreman position, which has been a long search, to replace Norm Albert.

Town Manager Colbert Puff reported that the annual Seacoast Century bike ride will be held Sept. 21st and 22nd and the bikers will be coming up from Newburyport on their way to York.

Town Manager Colbert Puff said that the Pressure Video premiered last night and is in the first program on Channel 22 that does not deal with Boards and Committees. She said the program will be run throughout the week.

Chairperson Thomson asked if all boards and committees are meeting on their prescribed schedule and wanted to know if they are taking minutes, where are they kept.

Town Manager Colbert Puff replied that the Town Clerk is the repository for all town Board minutes and asked Maryann Place if she had anything to add.

Ms. Place responded that she has contacted all chairs of the Boards and Committees and sent them an Excel spreadsheet, asking them where they meet, if their agenda is posted and to send the minutes to me. She also inquired if they are capable of sending her the minutes electronically, who is the Board's person responsible for taking the minutes and their contact information. She said she has been getting answers back. She said she is getting the process going so everyone is on the same page.

Chairperson Thomson asked Councilor Denault if this information is what he is looking for.

Councilor Denault replied once the list is compiled he would like that information and mentioned this is a mandate that it is done, not will be done. He was satisfied that they are going in the right direction.

UNAPPROVED MINUTES

Councilor Denault said it was an excellent program (on Channel 22) but he received comments from some people saying they did not know that the program was aired. He wanted to know if the town was working on some sort of a TV Guide that would let citizens know of programs being aired.

Town Manager Colbert Puff said they did have a slide show preview of the program and it will air the rest of the week.

Councilor Denault said he had mentioned this before, but wanted to know why can't they have a spot for a TV Guide that lists the programs for the week.

Town Manager Colbert Puff said she has been working on that idea and that other towns have a live feed on their website.

Vice Chair White asked if DOT was coming before the Council on September 18th.

Chairperson Thomson replied that is the meeting with the stakeholders at the Community Center. He said that DOT will be meeting with the Town Council on the 25th.

Vice Chair White wanted to confirm that the Council will be having a special meeting on September 18th to set the tax rate.

Chairperson Thomson said that is correct.

7. Acceptance of Previous Minutes: none

8. Interviews for the Board of Appeals and Planning Board - none

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

The Kittery Town Council moves to receive an update from Norman Albert, Commissioner of Public Works, on the Memorial Circle.

Chairperson Thomson said that this is enshrouded in mystery and they are curious as to what it is. He said he thinks they know what it is and asked Mr. Albert to enlighten them.

Norm Albert came to podium and reported they have been meeting with KACTS, DOT and Wright-Pierce to discuss ways to reduce the cost of the project because the budget has been over estimated and the next meeting is September 15th in Portland. He said they need to continue to discuss strategies to get the cost down. He said Council previously received this information.

Chairperson Thomson asked Mr. Albert exactly what is their goal and what are they looking to do.

UNAPPROVED MINUTES

140 Mr. Albert replied they want to redo the traffic circle, and the on/off ramps leading into
141 the circle and align them to slow traffic coming into the circle. He said they also will have a
142 shared pedestrian – bike path. He said they wanted to re-align Rogers Road Extension and
143 the turn by Sunrise Grill, but due to the cost, they are eliminating that part of the project.
144

145 Mr. Albert said there will also be a connecting sidewalk from Sunrise Grill to the old
146 Police Dept. building.
147

148 Chairperson Thomson asked if this project is changing the down ramp or the off ramp.
149

150 Mr. Albert replied they are changing the closure to the Rte. 236 on ramp, in that it will
151 not be on Old Post Road, it will be on the circle.
152

153 Chairperson Thomson asked if it was going before the Planning Board.
154

155 Mr. Albert answered that once they get through the complete design package, yes it will
156 go before the Planning Board, and Town Council as well as holding a public hearing.
157

158 Mr. Albert said they have to get the budget reduced first or they won't get any money
159 from MDOT.
160

161 Councilor Spiller said she has been monitoring the Planning Board meetings and
162 wanted to know if they have been involved.
163

164 Mr. Albert replied yes, that Town Planner Gerry Mylerioie is on the KACTS Committee.
165

166 Councilor Spiller said she is assuming that he is reporting back to the Planning Board.
167

168 Chairperson Thomson said he knows there have been questions about the sidewalks
169 going nowhere and asked if it will be going around the circle and back up Rogers Road.
170

171 Mr. Albert replied that was part of the initial project, but due to the width of Rogers
172 Road, and how narrow it is by the cemetery, they will not be including the sidewalk as part of
173 the project.
174

175 Councilor Denault wanted to know if the sidewalk will end at the Community Center.
176

177 Mr. Albert responded yes.
178

179 Councilor Denault asked if it will ever be connected or approved.
180

181 John Edgerton from Wright-Pierce said he could review the sequence of slides
182 contained in the information provided to Council, but four years ago, when the project was first
183 identified, DOT said allocations would be through KACTS. He said the original scope included
184 work on Adams and also the extension on 236 to the Community Center as well as the Traffic
185 Circle.

UNAPPROVED MINUTES

Mr. Edgerton said, based on the initial meetings with the Planning Board, they talked about the pedestrian aspects but the piece on Adams was eliminated and south on Rte. 236 from the circle, due to complications involving the cemetery, on the east side. Mr. Edgerton said they would have tried to do that segment using Federal funds, but they will not be able to move the cemetery, so that part was taken out of the project.

Mr. Edgerton said the circle and the pedestrian/bike path are two different things. He said the traffic circle is being re-aligned based on safety issues. He said reports have been done showing locations within the circle that have high crash incidents, which is access and egress points leading into the circle. He said the project is 90% funded by MDOT and Federal funds with 10% coming from the town and noted the \$273,000 adjustment to the project.

Mr. Edgerton said because they are using State and Federal funds, there is a procedure they have to follow. He said the design has been approved by MDOT for the Traffic Circle project. He said an outside Peer Review Consultant was hired and they went through that process. He said they are trying to close the \$273,000 gap, which is what will be discussed next Monday.

Mr. Edgerton said they are completing the preliminary design plan and then it goes back to the Planning Board. He said there is the environmental piece, which has to be signed off on by DOT, which is part of the Preliminary Design report. He said there is the right-of-way process which must be followed, and as soon as that is underway, they can finish the construction documents and go out to bid.

Mr. Edgerton said the town can expect construction to begin in the Fall of 2015 or Spring 2016 and that the process takes a long time.

Councilor Denault asked when would this process be wrapped up.

Mr. Edgerton responded it should be completed by next summer.

Councilor Denault was concerned about the rate of inflation, because the town was given money four years ago and thought that it would cost more.

Mr. Edgerton said they use DOT numbers, and the procedures are prescribed by the department which they have to do in order to get the funds.

Chairperson Thomson said Council will look forward to receiving more updates.

10. PUBLIC HEARING - none

11. DISCUSSION

a. Discussion by members of the public (three minutes per person)

Barry Fitzpatrick wanted to know if there were any plans to bring the sidewalk down to the Town Office from the Community Center.

UNAPPROVED MINUTES

Chairperson Thomson replied there is no funding at this time.

Mr. Fitzpatrick said there are two old folks communities on that strip and commented that it would be difficult for them to walk here or to the Community Center for recreational activities.

Chairperson Thomson said there is a sidewalk from Foxwell to the KCC and the residents of Meetinghouse Village have to cross the street, so Mr. Fitzpatrick must be referring to the residents of Shepard's Cove. He said it is on the Planning Board radar.

Mr. Fitzpatrick said there is a school bus stop on Rogers Road by the ball fields, but there is no sidewalk to the Community Center.

Chairperson Thomson said there is a sidewalk there.

Mr. Fitzpatrick said he would have to take a closer look.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

a. Donations/gifts received for Council disposition

b. (090114-1) The Kittery Town Council moves to approve the disbursement warrants.

Chairperson Thomson said the total for the warrants is \$359,106.20 and asked Councilor Dennett if he got the opportunity to review the town and sewer payables.

Councilor Dennett responded that he did.

Chairperson Thomson asked Councilor Dennett if he found them to be in the proper format and suitable for payment.

Councilor Dennett replied yes.

Chairperson Thomson said that he reviewed the School Dept. warrants and found them to be suitable for payment.

IT WAS MOVED BY COUNCILOR SPILLER AND SECONDED BY COUNCILOR PELLETIER TO APPROVE THE DISBURSEMENT WARRANTS. ALL WERE IN FAVOR BY A VOICE VOTE. MOTION PASSED 7-0.

14. COUNCILOR ISSUES OR COMMENT:

UNAPPROVED MINUTES

278 Councilor Brake thanked the Police Dept. for re-routing traffic on Rte. 236. He said people
279 were blowing through the stop signs and a police cruiser was sent up there.
280
281 Councilor Brake asked if there was a solution to the Sowerby property.
282
283 Town Manager Colbert Puff replied she had information and they will talk about it in an
284 Executive Session.
285
286 Councilor Spiller thanked Fuel and More for organizing the River Dance last Saturday.
287
288 Councilor Spiller asked about the status of the Economic Development Committee report and
289 the Shoreland Harbor Plan and if they had been included in the Comprehensive Plan update.
290
291 Councilor Spiller said both plans would need to be approved by the Town Council and should
292 not be included until approved.
293
294 Vice Chair White said at the last meeting, materials were included but not adopted. He said
295 there were supporting materials demonstrating work had been done and became approved
296 before the plan was ready.
297
298 Councilor Spiller said that the plans have not been approved.
299
300 Vice Chair White said if they were approved, this would be noted on the documents.
301
302 Councilor Spiller said there is a sign inside the Wood Island building stating there is a
303 surveillance camera and wanted to know if the Police Department had installed a camera.
304
305 Town Manager Colbert Puff said she did not believe there is a camera.
306
307 Councilor Denault said they did not want to tell everyone it may or may not work.
308
309 Councilor Spiller asked if the sign could be taken down.
310
311 Councilor Denault said he was pleased to hear the Town Manager will be participating in the
312 Harbor Master interviews. He said they have laws on the books regarding the Harbor Master
313 and his/her qualifications. He thought this law should be adopted into the process.
314
315 Councilor Denault said he has not seen a report from the speed trailer and asked if Council
316 could get a report on some of the "hot" roads. He said there is a computer inside the speed
317 monitor which is capable of producing the report, and he has not seen any in a long time.
318
319 Town Manager Colbert Puff replied she would ask to have that done.
320
321 Councilor Denault said he heard from residents complaining about a speeding problem in town
322 and how it was solved by having the Eliot police officers come down. He shared a story how
323 when he first started with the Police Dept. there were complaints received about speeding and

UNAPPROVED MINUTES

it turned out to be the residents who lived on the road. He said there is an increase in warnings being given, but there are only two police officers who cover that.

Councilor Denault asked how the town is doing with the boat bids.

Town Manager Colbert Puff responded they only received one bid.

Councilor Denault asked when does the bidding close.
Maryann Place replied on the 15th.

Councilor Denault announced to the general public that this is a good deal to get a great boat for a great price.

Councilor Denault said the Gillette carpet is still at the Transfer Station and could they sell it to the School Dept. He said he would like to see it gone.

15. COMMITTEE AND OTHER REPORTS:

a. Communications from the Chairperson

Chairperson Thomson Council received a letter from Comcast regarding payment for the franchise agreement and asked if the Town Manager could notify Mr. Christiansen that the Town of Kittery does not have a Board of Selectmen and have not had any since 1967.

Town Manager Colbert Puff said she would.

Chairperson Thomson said in reviewing the zoning in Title 16, it mentions a Foreside Design Review Advisory Committee, which had been established at some point. He asked if they are out of existence or are they one in the same. He wanted to know if they were supposed to have this group because he has not appointed anyone to that committee.

Town Manager Colbert Puff replied that the Foreside Committee was established by the Town Council, sometime in the 90's, and served as the design review committee, so they were one and the same at some point. She said the Foreside Committee has since been disbanded, so they are no longer in existence.

Town Manager Colbert Puff said there is still a reference in Title 16 to the Kittery Foreside Design Review Committee – which acts as an advisory board to the Planning Board. She said that she has an opinion from the Town Attorney as to their existence in Title 16 in addition to stating it is disbanded and there has been no successor committee.

Town Manager Colbert Puff said she has a few concerns the way it was set up and this can send this out to Council so they can discuss this again.

Chairperson Thomson reminded everyone about the workshop with the Port Authority at 6 p.m. on Monday evening.

UNAPPROVED MINUTES

Chairperson Thomson said that on Wednesday, September 24th, there will be a meeting here in the Council Chambers at 6 o'clock. He said they were able to convince some representatives from the State Department involved with the J1 Student Worker program to meet with those of us who are trying to develop a program for the students. He said the Committee still has a lot of questions, which is why they wanted to hold a meeting.

Chairperson Thomson had contacted Senator King's office and they were helpful to him in finding someone to speak to anyone interested in this program. He said most of the students have departed for their homes, but there are still some students who will be attending the meeting.

Chairperson Thomson said anyone interested or who had contacts with the students are welcome to attend this meeting on September 24th here, at the Town Hall.

Chairperson Thomson said the next Foreside Forum will be held on Monday, September 29th at the Kittery Community Center at 7 p.m.

Chairperson Thomson said there will be a Special Meeting on September 18th at 6 p.m. to establish the tax rate for the FY'15 tax bills.

Chairperson Thomson said the Town Manager had contacted the Rice Library Board of Trustees, who made a presentation at the last KCC Board of Directors meeting. He said they have another proposal to bring forward and would like them to meet with Council, since the town funds 90% of their budget. He said he is looking at 6 o'clock on Monday, October 20th for the meeting with the Rice Library Board of Trustees.

b. Committee Reports

Councilor Spiller said she posted the agenda in advance of the Wood Island Advisory Committee (WIAC) meeting and also posted the minutes. She said there are some topics that need to be discussed with Wood Island Life Saving Association and they need to meet on Saturday, September 27th at 4:00 p.m. at the Kittery Town Hall.

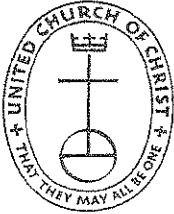
Councilor Spiller said topics for discussion include: emergency repairs on the structure, status of the brownfields project, permitting and WILSA applying for Federal funding to cover the costs. She said there is a grant that needs to go through WIAC to review.

16. EXECUTIVE SESSION:

17. ADJOURNMENT:

IT WAS MOVED BY COUNCILOR SPILLER AND SECONDED BY COUNCILOR DENAULT TO ADJOURN THE MEETING AT 7:45 PM. ALL WERE IN FAVOR BY A VOICE VOTE. MOTION PASSED.

/bb



FIRST CONGREGATIONAL CHURCH
OF KITTERY POINT
UNITED CHURCH OF CHRIST
23 Pepperrell Road
Kittery Point, Maine 03905
www.kitterypointucc.org

RECEIVED
AUG 25 2014

BY:.....

Rev. Dr. Jeffrey M. Gallagher, *Pastor*

(207) 439-0650

Maryann Place
Kittery Town Clerk
200 Rogers Road
Kittery ME 03904

21 August 2014

Dear Maryann,

As you may know, the First Congregational Church of Kittery at Kittery Point is celebrating its 300th anniversary with a variety of special events. I am writing to you as a member of the Anniversary Steering Committee which would like to request an opportunity to make a presentation of no more than 5 minutes at a Town Council Meeting in September or October. Our church is celebrating our 300th year of incorporation as a congregation this year. Although the community of Kittery had a church and community meeting house on the same location for several decades prior, the church dates our official history from the signing of the articles of declaration of faith prepared by Rev. John Newmarch on November 4, 1714. The church parsonage (1729) and sanctuary (1730) are the oldest church buildings in continuous use in the State and have served our congregation and community over the years.

In recognition of our long history as part of the community the committee, on behalf of our congregation and Interim Minister, Linda Hirst, would appreciate the opportunity to briefly address the Council and Town Manager as we celebrate this milestone.

Sincerely


David B. Gooch

For the
300th Anniversary Steering Committee

276 Haley Road
Kittery, ME 03904-5405
207 439-4877



TOWN OF KITTERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: September 8, 2014
From: Nancy Colbert Puff, Town Manager
Subject: Changes to the Personnel Code
Councilor Sponsor: Chairman Jeffrey Thomson

EXECUTIVE SUMMARY

The proposed changes to the Personnel Code are intended to recognize the role of the Human Resources Manager (HR) in relationship to the Personnel Board. The changes update the Code to reflect the HR Manager's current role in administering HR functions at the Town Manager's direction.

STATEMENT OF NEED

Membership on the Personnel Board has been irregular – the Board infrequently meets on an as-needed basis, and as a result, it has been difficult to attract volunteers to serve. In addition, as a staff person, the HR Manager is in a better position to receive timely notifications, reside over official hearings, and provide advice on matters pertaining to compensation and fringe benefits.

BACKGROUND

Early this year, the Town Council considered an application for Appointment to the Personnel Board. Prior to acting on the Appointment, the Council requested I meet with Town Counsel to determine if/how the Personnel Board might function into the future, given that the Town now has a professional HR Manager fulfilling many of its needs regarding personnel management.

FACTS BEARING ON THE EQUATION

I met with Town Counsel Duncan McEachern, Town Council Chairperson Jeffrey Thomson, Town Clerk Maryann Place, and HR Manager Betsy Oulton on multiple occasions to discuss the proposed solution. While we discussed possible Charter Amendments to address changes to the Personnel Board's charge in light of the addition of the HR Manager to the Town's staff, we opted to propose changes within the Code to address this issue.

CURRENT SITUATION

Town Council's action is requested.

PROPOSED SOLUTION/RECOMMENDATION

I recommend approval of the proposed changes.

RATIONALE FOR THE PROPOSED SOLUTION (INCLUDING COSTS)

Please see Statement of Need and Background. There is no cost involved.

1 **2.3.12 Separations.**

2
3 A. When in the judgment of the Town Manager an employee's work performance justifies
4 disciplinary action short of dismissal, the employee may be suspended without pay. A
5 suspended employee may not request a hearing before the personnel board unless the
6 suspension is for more than five working days, or unless the employee has already received a
7 previous suspension within the six months immediately prior thereto. The ~~personnel board~~
8 Human Resources Manager must be notified of any actions under this section.

9
10 B. A permanent employee may be dismissed or demoted whenever in the judgment of the
11 Town Manager the employee's work or misconduct so warrants. The Town Manager, when
12 taking such action, shall file with the employee and the ~~personnel board~~ Human Resources
13 Manager a written notification containing a statement of the substantial reasons for the action.
14 The employee must be notified no later than the effective date of the action. The notice must
15 inform the employee that he or she is allowed five working days from the effective date of the
16 action to file a written reply with the Town Manager and the ~~personnel board~~ Human Resources
17 Manager, and to request, in writing, a hearing before the personnel board.

18
19 C. If the employee files a written reply and requests a hearing within the prescribed period, the
20 personnel board must meet within five working days to set a hearing date. The hearing may be
21 private or open to the public at the discretion of the employee.

22
23 D. ~~The chairperson of the personnel board~~ Human Resources Manager is the hearing official.
24 In conducting a hearing, the proceedings are informal and it is assumed that the action
25 complained of was taken in good faith, unless proved otherwise.

26
27 E. Upon completion of the hearing, the personnel board must issue its written advisory opinion
28 to the Town Manager and to the employee within thirty (30) days.

29
30 F. An employee may resign by notification to the Town Manager.

31
32 Note: An employee resigning in good standing may be reinstated within two years after the date
33 of resignation.

34
35 G. Grievance Procedure. The term "grievance" includes any dispute concerning the application
36 or interpretation of any of the provisions of this chapter or Charter of the Town.

37
38 1. An employee, believing a reason for grievance exists, must first reduce the problem to
39 writing and discuss the matter with the department head within forty-eight (48) hours of noting
40 the grievance. Within five working days the department head must render a written decision.

41
42 2. If the grievant is not satisfied with the decision, the grievant may request in writing a meeting
43 with the Town Manager and present the claim in writing, with a statement that the grievance is
44 or is not a result of discrimination. Alleged discrimination practices are not covered under this
45 grievance procedure, but are processed in accordance with applicable laws of the State of
46 Maine.

3. The Town Manager shall, within two working days after the receipt of the written grievance, meet with the grievant, and the grievant's representative, (if there is one,) to discuss possible resolution. The Town Manager will render a decision in writing to the aggrieved employee with a copy to the representative within five working days after said meeting.

4. If the grievant is not satisfied with the decision, the grievant may, within five working days, forward the grievance in writing to the ~~personnel board~~ Human Resources Manager. ~~The Human Resources Manager shall forward the request to the personnel board.~~ The personnel board shall, within five working days after receipt of the written grievance, meet with the grievant and grievant's representative, if there is one, the Town Manager, the Human Resources Manager, the appropriate department head and/or supervisor, and others as deemed appropriate. An advisory decision in writing to all parties will be given within ten (10) days after said meeting.

2.3.13 Hearings.

A. During the course of any hearing, the ~~personnel board~~ Human Resources Manager may request any employee of the Town to attend and give witness.

B. The Town must provide a secretary to record proceedings of an official hearing upon request. A transcript of the hearing must be furnished to the Town Manager, the Human Resources Manager, the members of the personnel board and to the employee concerned.

C. An employee requesting a hearing under Section 2.3.12 B must notify the ~~personnel board~~ Human Resources Manager in writing of the employee's desire to have a representative in attendance during the hearing.

2.3.14 Tenure and Reduction in Force.

A. The tenure of every employee is conditioned on good behavior and the satisfactory performance of duties. Any employee may be temporarily separated by layoff or suspension; or permanently separated by resignation or dismissal.

B. Whenever there is lack of work or lack of funds requiring reductions in the number of employees in a department or division of the Town government, the required reduction must be made in such job class or classes as the Town Manager and the department head may designate, provided, that employees must be laid off in the inverse order of their relative length of service. Within each affected job class, all temporary employees must be laid off before any permanent employees.

89 **2.3.15 Records.**

90
91 **2.3.15.1 Maintenance.**

92 The Town Manager shall maintain adequate records of the proceedings of the personnel board,
93 and of the ~~Town mManager's~~ own official acts, the employment record of every employee, and
94 where appropriate, the examination record of every candidate for employment.
95

96 **2.3.15.2 Duty of Department Heads to Furnish Information.**

97 Department heads must furnish such information as may be requested for this purpose.
98

99 **2.3.15.3 Availability.**

100 Such records as relate to employee compensation and fringe benefits must be maintained by
101 the Town Manager and be made available at the request of the ~~personnel board~~ Human
102 Resources Manager for matters specifically relating to grievances, separation, demotion or
103 suspensions. The Town Manager shall also bring to the attention of the ~~personnel board~~ Human
104 Resources Manager any deviations in employee compensation, fringe benefits, and like matters
105 as may be noted by the ~~Town-m-Manager~~

AN ORDINANCE relating to incorporation of the Human Resources Manager by amendments to Title 2, of the Kittery Town Code, as more particularly set forth herein.

The Council is authorized to enact this Ordinance, as specified in Section 2.07 (3) of the Town Charter and 30-A M.R.S. §3001, pursuant to its powers granted by the Constitution of Maine.

WHEREAS, the Kittery Town Council is enacting this Ordinance in order to incorporate the Human Resources Manager in Title 2, Chapter 2.3 Personnel System Generally.

WHEREAS, the Council finds that current language in the Town Code needs to be amended in order to introduce the Human Resources Manager in the Personnel Ordinance to give guidance to the Personnel Board and oversee the personnel process; and

NOW THEREFORE, IN ACCORDANCE WITH TITLE 30-A, M.R.S. §3001, AND TOWN CHARTER SECTION 2.14, THE TOWN OF KITTERY, HEREBY ORDAINS THE FOLLOWING ORDINANCE TO BE CODIFIED IN THE TOWN CODE, TITLE 2, ADMINISTRATION AND PERSONNEL TO AMEND AS PRESENTED.

INTRODUCED and read in a public session of the Town Council on the ____ day of _____, 2____, by: _____ {NAME} Motion Councilor as seconded by _____ {NAME} Councilor and passed by a vote of TBD.

THIS ORDINANCE IS DULY AND PROPERLY ORDAINED by the Town Council of Kittery, Maine on the ____ day of _____, 2____, {NAME}, Chairperson

Attest: {NAME}, Town Clerk

September 11, 2014

Nancy Colbert Puff, Town Manager
Town of Kittery, ME
200 Rogers Road
Kittery, ME 03904

RE: Memorial Park, 70 Old Post Rd, Kittery, ME - Charity Defense Council March

Dear Nancy,

As requested, below are the items you requested in writing.

About The Charity Defense March:

The Charity Defense March is a three day walk. We will start out in Kittery, ME and end in Salem, MA. The participants will be walking a total of 60 miles. Each day consists of 20 miles of walking with rest stops every 2-3 miles along the route. Not only will these inspiring participants walk 60 miles, they will also be raising funds for the Charity Defense Council. This march is for anyone and everyone working in the charitable sector from executive directors to social workers and for anyone who supports them.

A bit about the Charity Defense Council:

Our goal is singular and bold: to change the way people think about changing the world.

To let them know that low overhead is not the way the world gets changed. That poor executive compensation is not a strategic plan for ending hunger and poverty or curing disease. That inadequate, donated resources are not the path to global transformation.

The Charity Defense Council has five functions:

1. Anti-Defamation Force
2. Brave and Daring Public Ad Campaigns
3. Legal Defense Fund
4. National Civil Rights Act for Charity and Social Enterprise
5. Organize Ourselves

charitydefensecouncil.org
222 Third Street, Suite 2244
Cambridge, MA 02142

By doing these five things in a beautiful synchronicity we can change the way the public thinks about charity.

We have a broad range of Non-Profits on our advisory board, below are a few:



The Charity Defense Council is a tax-exempt, 501(c) (3) national leadership organization for the humanitarian sector, based in Massachusetts.

United Way Worldwide Boys and Girls Club of America
Goodwill Industries International

Items and Timeline:

Sound Ordinance: The Charity Defense Council will respect the Kittery town sound ordinance.

Insurance: We are reviewing bids from various insurance companies. Once the review process is complete and we are signed on with an agency, we will absolutely provide and include as additionally insured: The Town of Kittery, its officers, officials, agents, employees, volunteers and KCC Board of Directors.

Electricity: We agree to pay a one-time fee of \$50.00 to the Town of Kittery for the use of the parks electrical outlets.

Police Details: We agree to hire police details as suggested.

Ambulance: We will secure one ambulance on site and along the route.

Flooring/Plywood: Since the stage is connected to a pick-up truck, we will need to drive on part of the grass, we will use plywood on the ground that the vehicle will drive over, we will drive as close on the dirt path as possible before driving on the grass.

As requested, below is the time line:

Thursday, June 25, 2015, 8am-5pm:

8:00am-5:00pm: Equipment starts arriving (stage, tables, chairs, tents). The set up will happen throughout the day. We will be setting up about 3-20'x20' tents, 1-20'x24' stage, 10-6' table, Set up of stage (approximately 20'x24'), sound system (we would stay within accordance to your rules), signage (self-standing), water stations (tables with water and sports drinks). We will not be serving food on the site. We will hire overnight security to oversee the site (Thursday, June 25th, 5pm to Friday, June 26th 5:15am).

Friday, June 26, 2015, 5:15am-12:00 noon:

Opening ceremonies timeline:

5:30am: Participants start arriving

7:00am: Ceremonies begin. Music and speaking

7:45am: Walk begins

charitydefensecouncil.org
222 Third Street, Suite 2244
Cambridge, MA 02142



The Charity Defense Council is a tax-exempt, 501(c)(3) national leadership organization for the humanitarian sector, based in Massachusetts.

8:15am: Breakdown of site (this includes removal of stage, sound, tables, chairs and trash)

12:30pm: Site will be clean and cleared.

I met with Lt. French of the Kittery Police Department on Monday, June 25, 2015; we drove the route leaving the park to Memorial Bridge. We spoke about potential Police details needed and will work with the police department to make this happen.

The route:

Left out of park onto Old Post Road, stay on Old Post Road, Old Post becomes Cook St, left onto Bridge St, stay right to Government, right on Newmarch St take Newmarch to Memorial bridge.

We will camp out at another location Friday, June 26 and Saturday, June 27, 2015. Participants will be raising funds to support the Charity Defense Council (www.charitydefensecouncil.org).

I'm requesting permission to use Memorial Park, starting Thursday, June 25th (8:00am-5:00pm) and Friday, June 26, 2015 (5:15am-12:00 noon).

Thank you so much for your time and consideration.

Best,



Michelle F. Harper, Logistics Director
Charity Defense March
617-821-8536
michelle@charitydefensecouncil.org

charitydefensecouncil.org
222 Third Street, Suite 2244
Cambridge, MA 02142

**CHARITY
DEFENSE
COUNCIL** SM

The Charity Defense Council is a tax-exempt, 501(c) (3) national leadership organization for the humanitarian sector, based in Massachusetts.

OPTION #1

**CHARITY
DEFENSE
MARCHSM**

Memorial Park, 70 Old Post Rd,

Kittery, ME

Preliminary Site Plan

June 25-26, 2015

Contact: Michelle F. Harper,
michelle@charitydefensecouncil.org,
617.821.8536

Revised
9/9/14 --v2

Memorial Park, 70 Old Post Rd, Kittery, ME
Charity Defense March, June 25-June 26, 2015



^I^H^E CHARITY DEFENSE - MARCH

Site Key:

Stage: 20'x24'

Tents: 20'x20' (may be smaller)

A: Ambulance Staged

S=Speakers/Sounds: Two on each side of stage, then one on left side out field facing stage and another on the right facing stage. Size of speakers are 14" square and are mounted on tripods.

G=Generator. I put the generator on here **ONLY** for the purpose of seeing where it would be if we needed to use one. I am requesting the use of the parks electrical hook up (at a cost to us).

T=Tables: 6' —————→

Walk Exit

PT= Portable Toilets

Event Vehicles: Only event vehicles will be parked here (cars, 15' & 24' trucks, mini vans). These vehicles will leave once ceremonies is over. No participants will be parking. We will shuttle participants from their hotel to the park.

OPTION #2

**THE
CHARITY
DEFENSE
MARCHSM**

Memorial Park, 70 Old Post Rd,

Kittery, ME

Preliminary Site Plan

June 25-26, 2015

Contact: Michelle F. Harper,
michelle@charitydefensecouncil.org,
617.821.8536

Revised
9/11/14 --v3

Memorial Park, 70 Old Post Rd, Kittery, ME
Charity Defense March, June 25-June 26, 2015



Charity Defense March
Contact: Michelle F. Harper, michelle@charitydefensecouncil.org, 617.821.8536

Revised 9/11/14 Outfield
Stage-v3

Page 2 of 3

^T^H^E CHARITY DEFENSE MARCH

Site Key:

Stage: 20'x24'

Tents: 20'x20' (may be smaller)

A: Ambulance Staged

S=Speakers/Sounds: Two on each side of stage, then one on left side out field facing stage and another on the right facing stage. Size of speakers are 14" square and are mounted on tripods.

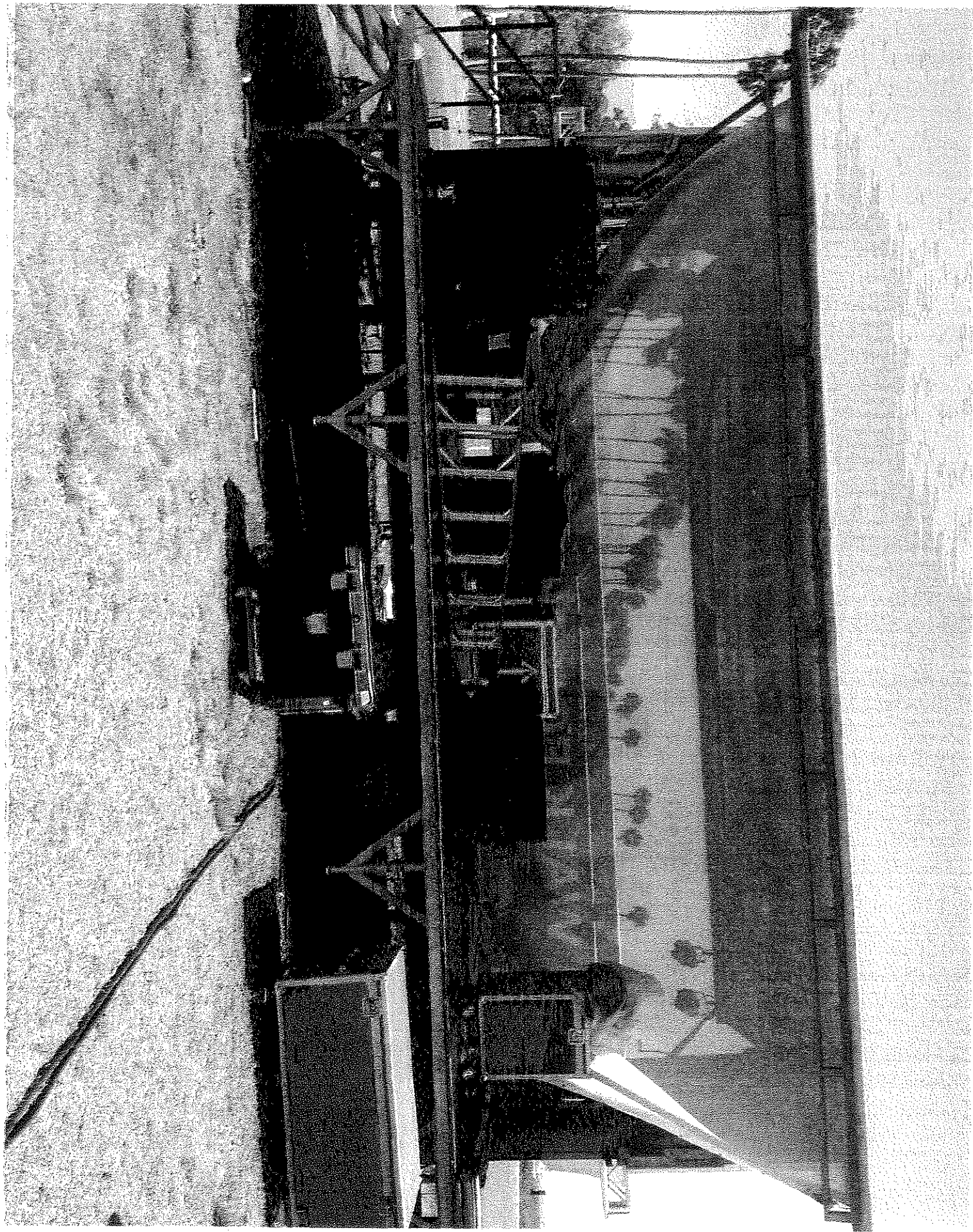
G=Generator. I put the generator on here ONLY for the purpose of seeing where it would be if we needed to use one. I am requesting the use of the parks electrical hook up (at a cost to us).

T=Tables: 6' —————→

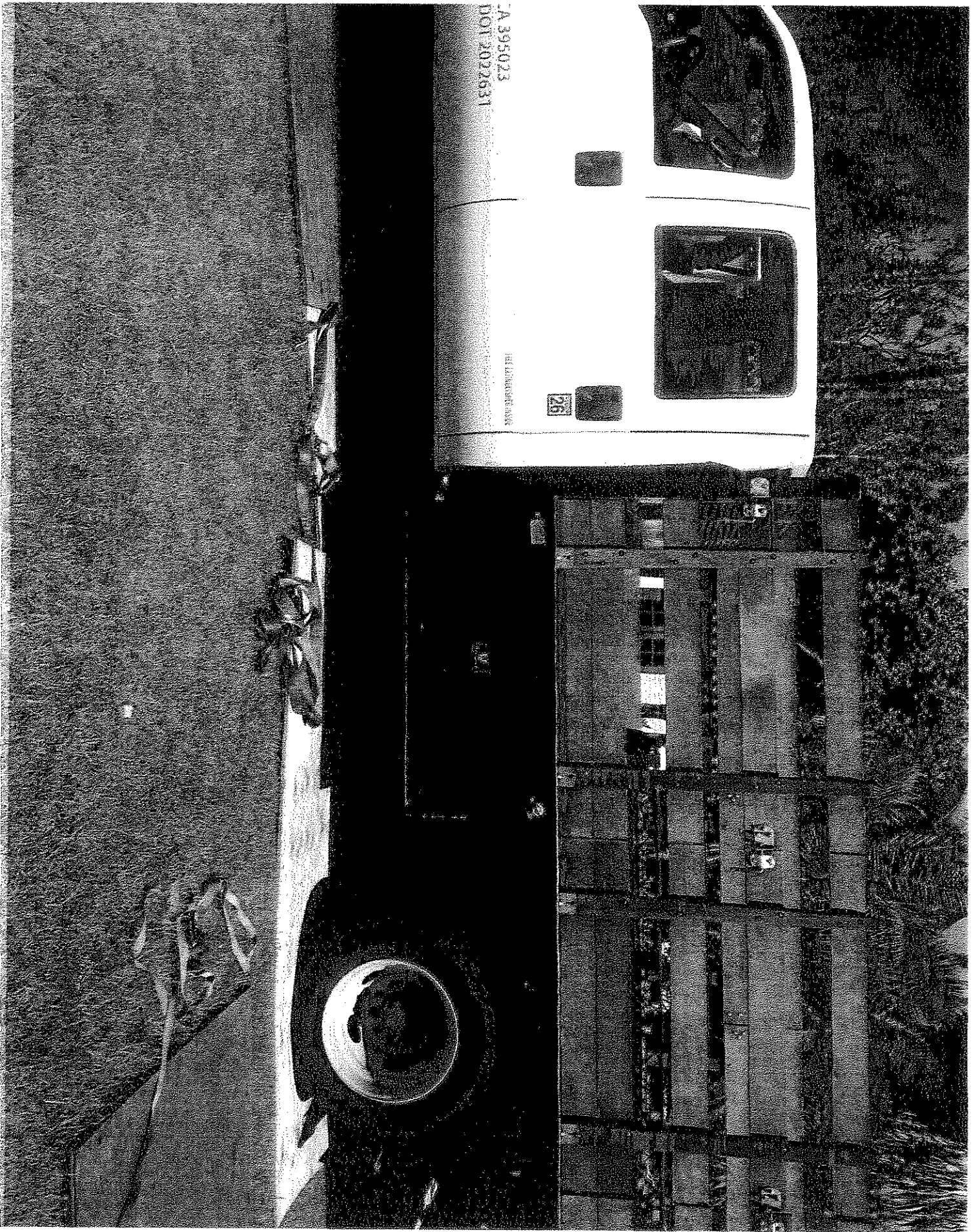
Walk Exit

PT= Portable Toilets

Event Vehicles: Only event vehicles will be parked here (cars, 15' & 24' trucks, mini vans). These vehicles will leave once ceremonies is over. No participants will be parking. We will shuttle participants from their hotel to the park.









OFFICE OF THE TOWN CLERK
TOWN OF KITTERY, MAINE

200 Rogers Road
Kittery, ME 03904
Telephone: (207) 439-0452
Fax: (207) 439-6806

RECEIVED
JUL 30 2014

BY: 3:10 pm

PLEASE CHECK APPROPRIATE SQUARE:

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO
FULL MEMBER

NAME: Barry Bush

RESIDENCE: 7 Island Ave

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: Barry@PePlove.com

TELEPHONE NUMBERS: (HOME) 207 252 5197 (WORK) _____

PRESENT POSITION: Vice Chair Port Authority

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Appeals | <input checked="" type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Other |

COMMENTS: _____

Barry Bush
SIGNATURE OF APPLICANT

23 July 2014
DATE

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
164 STATE HOUSE STATION
AUGUSTA, ME 04333-0164**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY

LICENSE NUMBER: _____ **CLASS:** _____

DEPOSIT DATE _____

AMT. DEPOSITED: _____ **BY:** _____

CK/MO/CASH: _____

PRESENT LICENSE EXPIRES 12/12/14

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV)
☐ HOTEL-OPTINONAL FOOD (Class I-A)
☐ CLASS A LOUNGE (Class X)
☐ CLUB (Class V)
☐ TAVERN (Class IV)

- ☒ RESTAURANT/LOUNGE (Class XI)
☐ HOTEL (Class I,II,III,IV)
☐ CLUB-ON PREMISE CATERING (Class I)
☐ GOLF CLUB (Class I,II,III,IV)
☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Rolling Inter Mud LLC</u> DOB: _____		2. Business Name (D/B/A) <u>WHEN PIGS FLY PIZZERIA</u>	
DOB: _____			
DOB: _____		Location (Street Address) <u>460 US RTE 1</u>	
Address <u>460 US RTE 1</u>		City/Town <u>KITTARY</u> State <u>ME</u> Zip Code <u>03904</u>	
		Mailing Address <u>40 BRICKYARD CT</u>	
City/Town <u>KITTARY</u> State <u>ME</u> Zip Code <u>03904</u>	City/Town <u>YORK</u> State <u>ME</u> Zip Code <u>03909</u>		
Telephone Number <u>207-438-7036</u> Fax Number <u>207-363-2511</u>	Business Telephone Number <u>207-363-0612</u> Fax Number <u>207-363-2511</u>		
Federal I.D. # <u>27-3936816</u>	Seller Certificate # _____		

3. If premises is a hotel, indicate number of rooms available for transient guests: N/A
4. State amount of gross income from period of last license: ROOMS \$ N/A FOOD \$ 22,125.76 LIQUOR \$ 698,307
5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

complete Supplementary Questionnaire ,If YES

6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
7. If manager is to be employed, give name: John ZAUTCKE
8. If business is NEW or under new ownership, indicate starting date: _____
Requested inspection date: November 15 2014 Business hours: 11:30-10pm Daily
9. Business records are located at: 460 US RTE 1 KITTARY ME

10. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
JOHN SALINAS ZAUTCHKE	7-3-66	Battle Creek, MI
ELIZABETH ANNE WOODCOCK	12-8-86	Portsmouth NH

Residence address on all of the above for previous 5 years (Limit answer to city & state)

Dover, NH & Kittery ME

Ogunquit, ME & Portsmouth NH

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☒ NO ☐

Name: ANDREW SIGEL

Date of Conviction: 5/80

Offense: OWI

Location: PORTSMOUTH NH

Disposition: FINE & SUSPENSION

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) SAME AS LAST YEAR

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☒ NO ☐ Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.4 miles Which of the above is nearest? Schools

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: YORK ME on Sept 10th, 20 14

Town/City, State

Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

ANDREW SIGEL

Print Name

Signature of Applicant or Corporate Officer(s)

Ronald Sigel

Print Name



State of Maine
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement

Supplemental Information Required for
Business Entities Who Are Licensees

For Office Use Only:

License #: _____

Date Filed: _____

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:

Rolling In the Mud LLC

2. Other business name for your entity (DBA), if any:

Whispering Fly Pizzeria

3. Date of filing with the Secretary of State: 10-21-10

4. State in which you are formed: MAINE

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Ronald Siegel	25 HARBORVIEW RD YORK ME	9-9-58	50
Andrew Siegel	4 SNAPSHOT DR YORK ME	3-3-62	50

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒

8. If Yes to Question 7, please provide the name and law enforcement agency:

Name: _____ Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes



No



10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

Name: Andrew Seeger

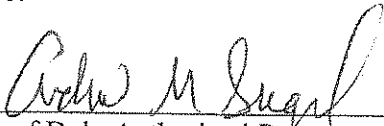
Date of Conviction: 5/80

Offense: OUI

Location of Conviction: Portsmouth NH

Disposition: FINE + SUSPENSION

Signature:



Signature of Duly Authorized Person

9-24-13

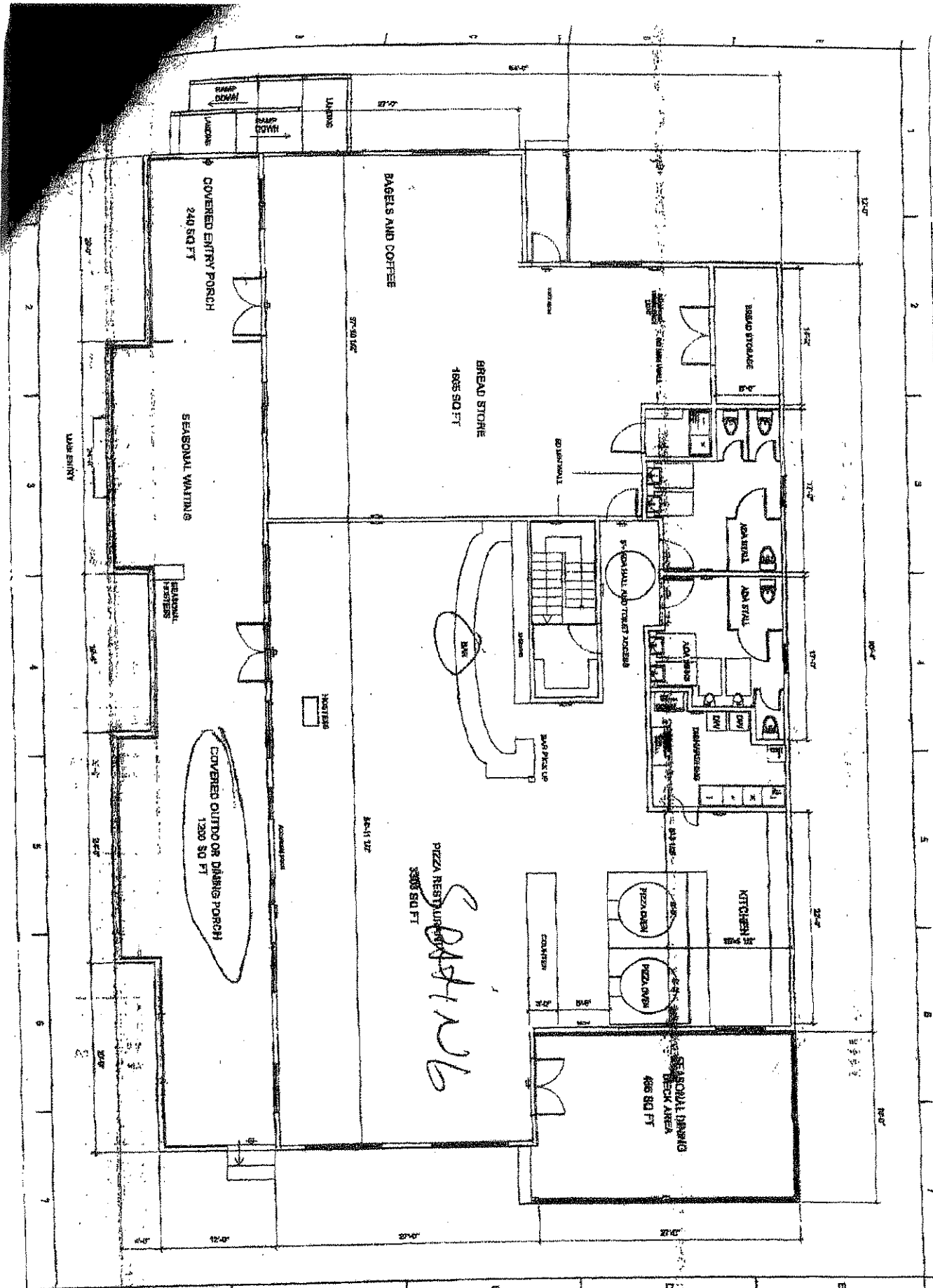
Date

Andrew M Seeger

Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
164 State House Station
Augusta, Me 04333-0101
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3424
Email Inquiries: MaineLiquor@Maine.gov



WHEN PIGS FLY
KITTERY, MAINE

Drawn for Plans by John L. Day
P.O. Box 258
Freeport, Maine 04522-0258
Phone (207) 882-4165
Fax (207) 882-6265

FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"
DATE: 08/22/2010
REVISION: 01/22/2010 02/22/2010
10/22/2010

A1

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituous, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituous Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE	\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 164 State House Station, Augusta ME 04333-0164. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____ SS
 City/Town (County)

On: _____
 Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c.730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.
 An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Kittery Point Fire Association
PO Box 297, Kittery Point, Maine 03905

SEP 08 2014

BY: _____

8 September 2014

Dear Kittery Town Council,

As you may know, twice a year the Kittery Point Fire Association hosts a Ham & Bean Supper to benefit the Association. We are writing to request permission to hang an advertising banner across Rogers Road in front of the Kittery Community Center, as well as 3 signs at other locations to help spread the word of our event specifically to the Kittery community.

The details of our banner for Rogers Road are as follows:

Approximate size: 4' high by 15' wide

Construction: Heavy duty vinyl

Verbiage: Ham & Bean Supper This Saturday at Lewis Square Fire Station

The details and locations of our 3 other signs:

Approximate size: 4' high by 2' wide

Construction: Vinyl, with wood frame

Verbiage: Ham & Bean supper, Lewis Square Fire Station, 10/25

Locations: Traffic circle, end of Haley Rd on Rt. 1, corner of Bridge St and Rt. 1 Bypass

We are requesting to display our signs from 18 October 2014 until 26 October 2014, with all duties of putting them up and taking them down to be completed by the fire department.

The proceeds from this event support a variety of firefighter and community support programs that would otherwise not be sustainable. Programs include:

- High School Scholarships
- Fire Safety Education
- Firefighter Dress Uniforms
- Firefighter Family Support Services
- Firefighting Equipment

Please also do not hesitate to contact me at the email or phone below for more information. Thank you in advance for your support.

Sincerely,

Craig Alfis
Lieutenant, Kittery Fire Department
Secretary, Kittery Point Fire Association
Email KitteryFire05@gmail.com
Phone 781-264-2610

Maryann Place

From: The Roberts Family [shannonr02@comcast.net]
Sent: Wednesday, September 10, 2014 10:48 PM
To: Maryann Place
Subject: Promotion signs for Traip Academy Athletic Booster Craft Fair

RECEIVED
SEP 11 2014

Dear Kittery Town Council members and Town Mgr.,

BY:

The Traip Academy Athletic Boosters have held a craft fair for the last 6 years on the Saturday before Thanksgiving. All proceeds for the tables and concessions funds the Pamela Hoyt-Sanborn Memorial Scholarship, which recognizes two graduating student-athletes from Traip Academy. Each is awarded a \$1000 scholarship towards their college expenses. We also request, upon admission, a suggested donation of a non-perishable food items or \$1, from our shoppers, which has allowed us to support Footprints Food Pantry both with food items and with a monetary donation each year just before Thanksgiving.

The fair has been growing steadily over the last few years and doubled in size from 30+ crafters to 60, just last year. The one complaint we hear each year from our crafters is that there is a lack of advertising and not enough people coming in the doors. We have consistently used the newspapers, local marquis signs, posters at local businesses, and radio stations. This year we are hoping to put up some roadside signs, like the Community Market ones, and a banner to have hung over Rogers Rd in front of the Community Center. Our hope would be that these promotional signs would be up for at least two weeks before the fair, starting on November 1 and we would have the roadside signs down by the end of the day Sunday, November 16th.

Thank you for your attention to this matter and we hope to see you at this year's craft fair!

Shannon Roberts, Tricia Kashmer, Kim Lamoureaux
Traip Athletic Boosters Craft Fair Committee

I DANIEL ARBO of Kittery, Me as of 9/11/14
Resign The Port Authority. Thanks for
the chance.

RECEIVED
SEP 11 2014

BY:-----

Daniel Arbo



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

DEC - 8 2006

TOWN OF KITTERY

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Kenneth F. Lemont

RESIDENCE: 154 Whipple Rd. Kittery, Me. 03904

MAILING (if different) _____

E-MAIL ADDRESS: klemont@comcast.net PHONE #: (Home) 439-3698 (Work) _____
cell 752-0142

Please check your choices and list in order of priority by marking 1,2,3, etc.:

- | | | |
|---|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> | Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> 3 | Mary Safford Wildes Trust |
| <input type="checkbox"/> Cable Television Rate Regulation Board | <input checked="" type="checkbox"/> 1 | Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Comm. | <input type="checkbox"/> | Community Center Bldg. Comm./Rec. |
| Comm. | | |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> | Open Space Committee |
| <input checked="" type="checkbox"/> 2 Port Authority | <input type="checkbox"/> | Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> | Other _____ |

EDUCATION/TRAINING: College Graduate - BS in mgmt.

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Personnel Board '83-'85, Port Authority '86-'90, Kittery School Committee '90-'92,
Kittery Open Space Committee '04-present

PRESENT EMPLOYMENT: self

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST: no


REASON FOR APPLICATION TO THIS BOARD: _____

I HAVE ☒ ^{also} / HAVE NOT ☒ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Kenneth F. Lemont
SIGNATURE OF APPLICANT

12/8/06
DATE

Memorandum

TO: TOWN COUNCIL
FROM: TOWN CLERK 
DATE: SEPTEMBER 17, 2014
RE: NOVEMBER 4TH ELECTION

This memo is a recommendation and a request for the appointment of Joyce Tobey as Warden and Sandra Lutts as Deputy Warden for the November 4, 2014, General and Municipal Election. I am requesting that the polls be open at 8:00 a.m. and close at 8:00 p.m. at the Kittery Community Center, 120 Rogers Road.

/mp

TOWN OF KITTERY
WARRANT FOR MUNICIPAL ELECTION

COUNTY OF YORK, SS

STATE OF MAINE

To Theodor G. Short, a constable (or resident) of this municipality:

You are hereby required in the name of the State of Maine to notify the voters of the Town of Kittery of the election described in this warrant:

TO THE VOTERS OF THE TOWN OF KITTERY:

You are hereby notified that the **MUNICIPAL ELECTION** in this municipality will be held at the **KITTERY COMMUNITY CENTER**, 120 Rogers Road, on **NOVEMBER 4, 2014**, to determine the following:

To elect two members to the Town Council for three year terms.

To elect two members to the School Committee for three year terms.

Referendum Question:

Shall the Town of Kittery approve the Charter Amendments reprinted below?

Key: Strike out text = text to be deleted, Underline text = text to be added.

Sec. 1.05. Qualifications for municipal office.

Except as otherwise required by statute or charter, the provision of Title 30-A, Section 2526, sub-section 3 requiring state residency as a qualification for municipal office does not apply.

Explanation: This proposed charter amendment does NOT change the requirements that members of the Council; School Committee; the several town boards, committees, etc. must be Kittery resident voters. This amendment would allow the town to hire non-Maine residents to serve in positions of municipal officials (currently not allowed by State law). Kittery presently has 20 plus municipal official positions. Eliminating the residency requirement would result in a larger applicant pool when an effected position must be filled. It would also allow current municipal officials to reside outside Maine without suffering job loss.

The polls shall be opened at 8:00 a.m. and closed at 8:00 p.m.

Absentee ballots will be processed centrally at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m., and 8:00 p.m.

The Registrar of Voters will hold office hours while the polls are open to correct any error, or change a name or address on the voting list; to accept the registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated at Kittery this 22nd day of September, 2014.

_____	_____
_____	_____
_____	_____

A true copy

ATTEST: _____
TOWN CLERK

MUNICIPAL OFFICERS

OFFICER'S RETURN

YORK COUNTY, SS

STATE OF MAINE

I certify that I have notified the voters of Kittery of the time and place for the Municipal Election, by posting an attested copy of the within warrant at the KITTERY POST OFFICE, KITTERY POINT POST OFFICE, MUNICIPAL OFFICE AND THE KITTERY SOLID WASTE FACILITY, within Kittery on _____, 2014, which is at least seven (7) days next prior to election day.

Dated at Kittery on _____, 2014.

Constable of Kittery